

**City of Mountain View Recreation Division**  
**Preschool Parent Handbook**  
**Classroom Phone: (650) 903-6408**

Mission Statement

Welcome to the Mountain View Recreation Preschool Program. Our purpose is to empower the social, emotional, and imaginative capabilities of our students. We provide a socially and experientially rich environment in which compassion, confidence, and responsibility are strengthened.

Philosophy

Our award-winning teachers believe in the whole child approach to learning and see our students as beings of mind, body, and spirit. We believe that each child is unique in his or her developmental level, learning cycle, and temperament. We believe in multiple intelligences.

Contacting Teachers and Staff

Our preschool teachers strive to develop open communication with parents. As such, we ask that parents be mindful of asking multiple questions and engaging in conversation with our teachers during drop-off and pick-up, to allow the teachers to focus on curriculum and the preschool students. The teachers are happy to meet with parents/guardians to discuss questions or concerns about their child's class experience or program matters. If you would like to schedule a meeting before or after class hours, please contact Miss Mary. Appointments are available for in-class observation. In addition to in-person contact, we encourage parents to contact teachers and staff via phone or email, using the following contact information:

Mary Freeman, Lead Preschool Teacher:

Phone: (650) 903-6408 Email: [mary.freeman@mountainview.gov](mailto:mary.freeman@mountainview.gov)

Arianna Beauvais, Preschool Teacher:

Phone: (650) 903-6408 Email: [arianna.beauvais@mountainview.gov](mailto:arianna.beauvais@mountainview.gov)

Diane Atienza, Recreation Supervisor:

Phone: (650) 903-6402 Email: [diane.atienza@mountainview.gov](mailto:diane.atienza@mountainview.gov)

Community Center Front Desk (payment-related questions):

Phone: (650) 903-6331 Email: [recreation@mountainview.gov](mailto:recreation@mountainview.gov)

## Curriculum

Our curriculum is rich in language, science, and the arts and is as much about social empowerment as it is cognitive growth. We integrate social experiences with active learning to bring thematic units to life.

## Daily Schedule

### AM PLAYSCHOOL

9:00-10:00am

10:00-10:30am

10:30-11:00am

11:00-11:30am

### AM TOT TIME

9:15-10:00am

10:00-10:30am

10:30-11:00am

11:00-11:15am

### PM PLAYSCHOOL

12:30-1:30pm Introductory Circle and Outline of Daily Activities

1:30-2:00pm Tactile and Sensory Centers

2:00-2:30pm Snack and Outdoor Play

2:30-3:00pm Music, Movement, and Story Time

### PM TOT TIME

12:15-1:00pm Introductory Circle and Outline of Daily Activities

1:00-1:30pm Tactile and Sensory Centers

1:30-2:00pm Snack and Outdoor Play

2:00-2:15pm Music, Movement, and Story Time

Classes begin promptly. Children will be greeted at the door, put personal items away, and join the class for morning circle. This first circle allows the teachers to welcome students, take attendance, and to present the day's activities.

Immediately following the morning circle, students will be engaged in sensory, tactile, and science opportunities. These activities will be related to the monthly theme and are carefully planned to meet the developmental needs of the preschool child.

The completion of tactile and sensory centers allows students time for snack and outdoor play. Hands are washed and children are provided snack and supervised free play on the Tot Lot.

Students will reconvene for music and movement activities. This segment of our day includes music, fingerplays, drama, and children's literature. Activities and discussions relate to the monthly theme and will provide engaging and open-ended dialogue for our students.

## Behavior Management

We believe leading by example is the most effective way to teach children. We model responsible and respectful language and behavior in our lives and in the classroom. The rules of the classroom are fair and equitably enforced. We believe in redirection and positive reinforcement.

On the occasion redirection or positive reinforcement is ineffective and a child willfully refuses to yield to instruction, he or she will be respectfully removed from class activities for a 2-5 minute time period.

In the rare circumstance that disruptive behavior continues after all efforts at reasonable and respectful discipline have been made, the parents/guardians will be asked to meet with the teachers to discuss the best course of action to meet the needs of the child and to ensure classroom harmony is retained.

## Separation Anxiety

The process of separation from the parent is one of the most important accomplishments of the preschool child.

When a child separates from his or her parent/guardian, the child is learning:

- To develop interests and social networks independently from the parent.
- To trust that parents will always return for their children.
- To understand that adults must at times concentrate on responsibilities that are different and independent from those of a child.

It is important to note that most children will at one point experiment with the idea of not going to school. It is typically short lived and can be quickly resolved when parents:

- Focus on what the child is learning at school rather than what the parent will be doing in the child's absence.
- Avoid prolonged good-byes.
- Ask a teacher to assist with separation.

### Payment Policy and Commitment

To maximize the benefit to your child, the Playschool and Tot-Time programs are meant to be year-long programs (September- June). In that regard, we ask that you make a commitment to keep your child enrolled for the duration of the school year.

The rates for the 2015/2016 school year are:

PlaySchool: \$1,880 (Residents)/\$2,365 (Non-residents)

Tot Time: \$1,054 (Residents)/\$1,326 (Non-residents)

The above rates are for an entire year, not monthly fees.

With our newly adapted registration system, parents will now have the option to enroll in an automatic payment plan for the 2015-2016 school year. To sign-up for this convenience, please visit the front desk at the Community Center. By signing up, you will have the option to select a monthly or quarterly payment plan that works best for you and your family. All payments are collected by the first day of each month, depending on the payment plan option selected.

For parents who will not be signing-up for the automatic payment plan, payments must be made in-person at the Community Center front desk by the first day of each month. If the first day of each month lands on a weekend, please plan to make your monthly payment the Friday before the weekend begins.

The Community Center front desk is located in the same building as the preschool program, at 201 South Rengstorff Avenue, and is open Monday-Friday, from 8:30 a.m. – 5:00 p.m. We accept cash, check, Visa, Mastercard, American Express, and Discover.

### Cancellation Notification

If you do not plan to have your child continue in our program, we graciously request that you notify the preschool teachers in writing at least two (2) weeks before your child's last day. If written notice is given two (2) weeks in advance we may be able to arrange a prorated payment for the remaining time your child is in our program.

### Late Fees

The City of Mountain View will charge a fee for the late pick up of program participants. Parent/Guardians who arrive late to pick up their child(ren) from any recreation program will pay a fee of \$6.00 per 15 minutes and receive a Late Pick Up form. Please plan accordingly to ensure timely pick up of your child.

We value our relationship with the parents/guardians of our program. Therefore, a ten minute grace period may be given at the discretion of the teachers of the Preschool Program only. Please do not

abuse this privilege. We reserve the right to charge a late fee for each late pick up and to expel the child from the program on the third incident without a refund (if applicable).

We realize situations may arise that will cause you to be late on occasion. If this occurs, please call the preschool teachers on the classroom line soon as possible at (650) 903-6408.

### Parking

Occasionally, large events are held in the community center and parking may become limited. Curbside pick up may be implemented on these days and parents will be made aware of any known events one class day in advance. Parking in the red zone is prohibited. Additional parking may be available in the Rengstorff pool parking lot.

### Box System

All projects, class and registration information will be distributed through our box system. It is the parent's/guardian's responsibility to pick up information from their child's box every day. Parents/Guardians are responsible for reading and understanding all information left in his/her child's box.

### Bathroom Procedures

Children must be able to use the bathroom independently. Diapers and pull-ups are not permitted. If a child has a bathroom accident, a parent/guardian will be notified immediately for a change of clothes.

### Dress

Play is an essential part of our curriculum. Comfortable clothing and closed toed shoes are highly recommended.

### Toys

Share days are every Thursday for Tot Timers and every Friday for PlaySchoolers. Please do not bring toys on other days. Children become distraught when their personal belongings are inadvertently lost or broken. Books and CDs are always welcome.

### Gifts of Appreciation

As city employees, the preschool teachers are unable to accept personal gifts. Handcrafted items and cards are a great way to show appreciation and support for the program. Thank you for adhering to this policy.

## Birthdays

Birthdays are special occasions and you are welcome to bring in baked goods or party favors for your child's classmates. Please make arrangements with a teacher beforehand to ensure favors are age appropriate and snacks are healthy.

## Play Date Rosters

Play interaction among children is a crucial part of their development as it builds language skills, teaches cooperation, and jump starts critical thinking skills as one child challenges another's assumptions (I bet I'm faster than you).

To facilitate play both inside and outside of the classroom and to foster a sense of community among our preschool families, we have created a playdate roster which will include the contact information of the parents/guardians who express interest in having this information shared. In the past, the roster has been useful for birthday parties, family get togethers, and parent/guardian led excursions. Additionally, this roster may be used by your teachers to inform listed families of Recreation Division opportunities such as classes and city events that facilitate play opportunities for the preschool aged child. If you would like to be included in the playdate roster, please contact Ms. Mary or Ms. Arianna.

## Snacks

Snacks are provided by our preschool families. Parents/Guardians are asked to provide snack items once per session. Snack sign-up sheets are posted on the information board outside of room 1. Items should be healthy and provide for 24 participants. Please provide one or two snack items (no nuts, please), one gallon of beverage (water, fruit juice or milk are preferred), and paper plates and cups.

## Snack Suggestions

Crackers and cheese, one pound cut  
String cheese, one per child  
Cheese sandwiches, one half per child  
Bagels and cream cheese, one third per child  
Granola bars, one per child  
Raisins, one pound  
Baby carrots, six per child  
Bananas, twelve large  
Apples, oranges, peaches, pears, one third per child  
Pretzels, whole grain crackers, one large bag

On the occasion that a family's snack day is forgotten, the teachers will ask the parent's/guardians of that family to provide a non-perishable snack item to replenish the in-class snack supply.